



USAID | NEPAL
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**Vacancy Announcement
(Announcement Number: 11-09)**

USAID/Nepal invites applications for employment from all interested and qualified US citizens/Green Card holders for the position of Project Development and Information Specialist in the Program and Project Development Office (PPD), under a Personal Services Contract and subject to the continuing availability of funds.

OPEN TO: US Citizens/Green Card holders

POSITION: Project Development and Information Specialist, GS-11

OPENING DATE: June 17, 2011

CLOSING DATE: July 1, 2011

PERFORMANCE PERIOD: Initial one (1) year, with an option to extend, subject to availability of funds, satisfactory performance and the continued need for the position.

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The incumbent will serve as the Project Development and Information Specialist in USAID/Nepal's Program and Project Development Office (PPD). The incumbent is primarily responsible for the management of—and to add value to—the flow of information within PPD and between PPD and various offices in USAID/Nepal, the Embassy and USAID/ Washington. Specifically, duties will include drafting, editing, archiving, and coordinating the production of regular Mission documents including, but not limited to, activity designs, congressional budget justifications, outreach materials, operational plans, performance reports, and evaluation documents.

NOTES:

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

- U.S CITIZEN LOCAL HIRE PERSONAL SERVICES CONTRACTORS (PSCS) ARE ELIGIBLE FOR FICA, HEALTH INSURANCE AND LIFE INSURANCE IN ACCORDANCE WITH THE AGENCY POLICY. LOCAL HIRE CONTRACTORS ARE NOT ELIGIBLE FOR ANY OTHER FRINGE BENEFITS.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. A bachelor's degree is required. A degree in the field of journalism, writing, media and outreach, archiving or a related field is desired, a Master's level education in a field related to international development is advantageous.
2. At least two years relevant work experience in which writing, editing and organizing information or documents was a primary responsibility is required.
3. Level IV (Fluent) speaking/reading/writing English is required.
4. The successful candidate must be capable of editing documents at a professional level, writing at a professional level, and coordinating the production of large, complex reports. The successful candidate will be detail oriented and possess a highly developed sense of informative/report writing.
5. Excellent interpersonal skills, above average written English communication skills, above average editing skills and strong organizational skills are required. Familiarity with archiving, information management and data organization are strongly preferred. The incumbent will have experience working in teams and facilitating meetings with diverse interests and priorities.

A detailed job description and OF-612 form can be obtained visiting USAID/Nepal website at <http://nepal.usaid.gov/>

Interested applicants should submit a completed OF-612 form and a C.V. (not to exceed 3 pages) and any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Please provide names of three references and their contact numbers as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, and P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov